

*Rec Mgt 5-1-3*

24 November 1952

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH: Deputy Director (Administration)  
SUBJECT: Report of Field Trip - New York, New York

1. In compliance with CIA Notice No. 117-52 dated 3 September 1952, subject: "Report of Field Trips", the following information is submitted.

2. The purpose of the trip was to contact Mr. Emmett Leahy, Secretary of the National Records Management Council and author of the Hoover Commission Report on Records Management in the Federal Government, and to inspect the Business Records Center, Inc., operated in New York City by Mr. Leahy for industrial concerns. The second purpose was to inspect the records center operated by the Chase National Bank located approximately 55 miles from New York City in Westchester County.

3. The results of the trip were as follows:

a. Mr. Leahy has offered his services in connection with any problems which CIA may have with respect to records management. No offer of any kind was made to Mr. Leahy concerning his future use by CIA. It is intended, however, to propose to the Deputy Director (Administration) that Mr. Leahy be approved as a records consultant, which will be done by a separate memorandum.

b. The inspection of the Business Records Center, Inc., operated by Mr. Leahy, actually shows a considerable profit although relatively small in size.

c. It was found that Mr. Leahy and his staff are used in a consultant capacity by the largest industrial concerns in the country and that large sums of money have been expended by these concerns for this purpose.

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d. The inspection of the records center of the Chase National Bank indicated that this concern had spent in excess of \$500,000 in the establishment of a records center alone, and that they had found the program to be economical and contributed effectively to the general efficiency of its operation in the banking business. The program is being extended by the Chase National Bank and will eventually incorporate many elements required for the establishment of an annual records program.

h. Certain information obtained will be of assistance in the preparation of a staff study to be submitted to the Deputy Director (Administration) concerning the records program in CIA.

  
Chief, General Services

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cc: Deputy Director (Admin.)

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